



Addendum A, B & C (Initial Application Only)
To Application For License - Tattoo Facility
Division of Health Licensing
(803) 545-4370

Addendum A
Tattoo Facility (Initial) License Application

Prior to scheduling an initial licensing inspection, the following items shall be submitted to the Department pursuant to § 44-34-10 and Regulation 61-111.

1. Addendum B – Acknowledgement of receipt/possession of R61-111.
2. Completed Application For License – Tattoo Facility.
3. Certificates of successful completion of courses in bloodborne pathogens and tattoo infection control as approved by the Department; current acceptable first-aid and adult CPR certification (e.g. ARC, AHA, ASHI, etc.).
4. Remittance to the Department appropriate licensing/inspection fees.
5. Letter, signed by the city/county manager or administrator or other person with authority to represent the appropriate “governing body”, certifying that an attached copy of a zoning ordinance is a true copy. Furthermore, the letter must state that a named tattoo facility at a specified location is within the type of business authorized by that ordinance.
6. Business license, if applicable.
7. A description of the method of discharge of dyes, inks, and pigments including written authorization for this discharge from the local wastewater treatment plant or statement from landfill that disposal is in accordance with its waste acceptance plan.
8. Written statement that the applicant has advertised in the legal section of a newspaper, nearest the location of the business, at least once a week for three consecutive weeks, of their intent to apply for a tattoo facility license. Submit a copy of the advertisement and name of the newspaper. Section 44-34-110 (c), State Code of Laws, states:
 “A person who intends to apply for a license under this article must advertise at least once a week for three consecutive weeks in a newspaper circulated nearest to the proposed location of the business and most likely to give notice to interested citizens of the county, city, and community in which the applicant proposes to engage in business. The department shall determine which newspapers meet the requirements of this section based on available circulation figures and the proposed location of the business. However, if a newspaper is published in the county and historically has been the newspaper where the advertisements are published, the advertisements published in that newspaper meet the requirements of this subsection. The notice must be in the legal notice section of the paper, or in an equivalent section if the newspaper has no legal notice section, and must be in large type, cover a space one column wide and not less than two inches deep, and state the type of license applied for and the exact location at which the proposed business is to be operated.”
9. Written evidence that the individual(s) performing tattooing procedures is an experienced tattoo artist as defined in Section 101.L., or that the individual is a tattoo artist trainee as defined in Section 101.NN. of Regulation 61-111.
10. If located outside of a service area or range of a public fire department, a written agreement for the nearest fire department to respond in case of fire.
11. A legible facility floor plan, drawn to scale, to include the location of work station(s) and the identification of sterilization equipment. Items listed on Addendum C must also be met prior to licensure.
12. Fire inspection report by the fire inspector or marshal.
13. Written assurance from responsible local officials (zoning and building) that the structure in which tattooing procedures will be performed has been approved by them.
14. Corporations or Limited Partnerships shall be registered with the S.C. Office of the Secretary of State. A copy of this registration must be provided to the Department.



Addendum B

Tattoo Facility (Initial) License Application

ACKNOWLEDGEMENT OF RECEIPT/POSSESSION OF REGULATION 61-111 STANDARDS FOR LICENSING TATTOO FACILITIES

In compliance with §44-34-20(B)(1) of the South Carolina Code Ann. (Suppl. 2001), I acknowledge that I have received a copy of DHEC Regulation 61-111, *Standards for Licensing Tattoo Facilities*.

(Signature)

(Printed Name)

(Name of Facility)

(Address of Facility)

(City and Zip Code)

Prior to, or at the time of applying for a tattoo facility license, please forward this completed form to:

Division of Health Licensing
DHEC
2600 Bull Street
Columbia, SC 29201-1708
(803) 545-4370



Addendum C

Tattoo Facility (Initial) License Application

Division of Health Licensing

(803) 545-4370

Physical Requirements for tattoo facilities (section number is from Regulation 61-111):

- (1) 201.F.1.j. A legible facility floor plan, drawn to scale. The floor plan shall include location of the work station(s) and the identification of sterilization equipment.
- (2) 201.F.2. A license shall not be granted nor issued to a tattooing business, nor shall a business conduct tattooing operations within 1,000 feet of a church, school, or playground.
- (3) 1502. Buildings shall meet requirements for "Business Occupancy", and shall comply with State Fire Marshal regulations and pertinent local and state laws, codes, ordinances, and standards with reference to design and construction.
- (4) 1601.A. A facility shall include an area for the purpose of disinfecting and sterilization of equipment that shall be physically separate from the area used for tattoo procedures to avoid cross-contamination of equipment. These areas shall be separated from each other and from waiting clients by a door, divider, curtain, wall or partition. The workstation shall be sized to accommodate necessary equipment or supplies, staff, and procedure table, but not less than 64 square feet of floor space, exclusive of fixed cabinets or shelves. The workstation shall be utilized exclusively for tattooing. Multiple tattoo workstations shall be separated by dividers, curtains, walls or partitions.
- (5) 1601.A.2. A separate, properly identified sink (with hot and cold running water), used for disinfection practices only, shall be located in the disinfection/sterilization area.
- (6) 1601.A3. At least one sink (with hot and cold running water) shall be provided for every five work stations for hand washing. Restroom sinks are included in this one-to-five ratio.
- (7) 1601.E. Lighting in the procedure and disinfect/sterilization area shall not be less than 100 foot-candles.
- (8) 1601.F. Emergency electric services shall be provided for work station illumination, corridor egress, and exit sign lighting.
- (9) 1601. Adequate potable water for the needs of the facility shall be provided from an approved source and shall be available and accessible to clients
- (10) 1601.H. All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes.
- (11) 1602.A. One toilet fixture for every five tattoo stations.
- (12) 1602.D. Restroom floor areas shall not be less than 15 square feet.
- (13) 1602.E. There shall be at least one sink per every two toilet fixtures located within a restroom.
- (14) 1602.G. Facilities (restrooms) for persons with disabilities shall be provided as required by codes whether or not any of the staff or clients are classified as disabled.
- (15) 1701. Firefighting equipment such as fire extinguishers, standpipes and automatic sprinklers shall be provided as required by the State Fire Marshal.
- (16) 1703.B. No portable electric or un-vented fuel heaters shall be permitted at the facility location except as permitted by the State Fire Marshal Regulations.

**Instructions for Completing DHEC Form 0234A
Addendum A, B & C (Initial Application Only)
To Application For License-Tattoo Facility**

ADDENDUM A

- PURPOSE:** To identify items to be submitted to the Department prior to an initial licensing inspection.
- INSTRUCTIONS:** Attach items 1 – 14 to completed Application for License-Tattoo Facility (DHEC Form 0234) and return to: SCDHEC, Division of Health Licensing, 2600 Bull Street, Columbia, South Carolina, 29201.

ADDENDUM B

- PURPOSE:** To obtain an acknowledged receipt from the licensee that they are in possession of SCDHEC Regulation 61-111, *Standards for Licensing Tattoo Facilities*.
- INSTRUCTIONS:** Self-explanatory. If you need assistance, please contact the Division of Health Licensing at (803) 545-4370.

ADDENDUM C

- PURPOSE:** To provide information to the licensee of the specific physical requirements of a tattoo facilities as contained in SCDHEC Regulation 61-111, *Standards for Licensing Tattoo Facilities* that must be met prior to the initial inspection.
- INSTRUCTIONS:** Licensee shall ensure that that the facility complies with items 1 – 16.

OFFICE MECHANICS AND FILING: The original shall be placed in the Master File of the activity in the Division of Health Licensing and kept there in accordance with the most restrictive retention schedule assigned to this document or other documents contained in the file. The most restrictive retention schedule in our Master Files is SBH-F&S-17, which requires documents to be kept for 6 years within Health Licensing. Records are then shipped to the Consolidated Storage Center for retention of not less than twenty-four years before destroying. **Note: Addendum C is provided to the licensee and a copy is not required to be kept by the Department files.**